


## How to Create Your CCL Portal Login

1. Go to <https://ccl.utah.gov>
2. Click on the "Login" button at the top of the page



UTAH DEPARTMENT OF HEALTH Child Care Licensing

Provider Login Login


FIND A FACILITY

Facility Name: County: City: Zip Code:

Provider Type:

Search

3. The UtahID login window will appear. At the bottom of the UtahID login window click on "Create Account"



UtahID

Email or Utah-ID

Password

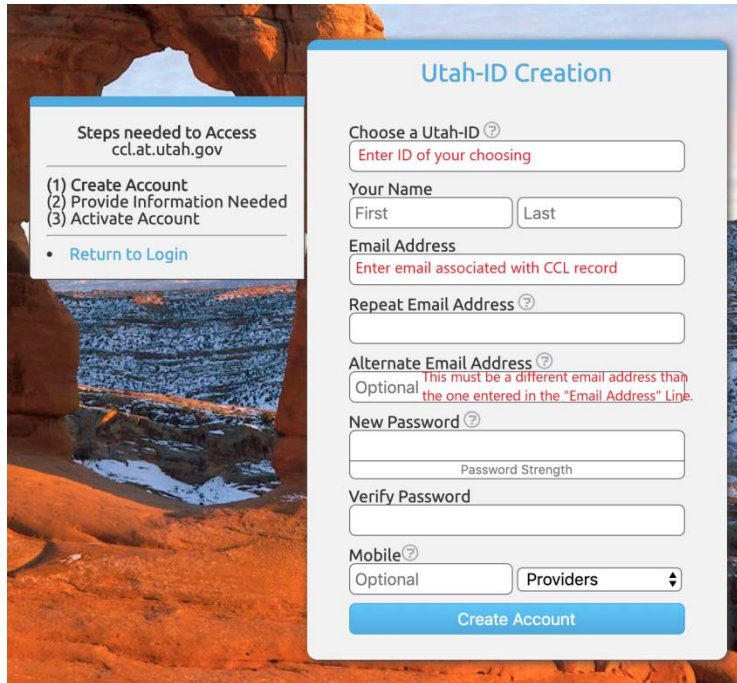
Login

Or Login using:

Google YAHOO! facebook

Forgot Password?  
Create Account

4. UtahID opens the Utah-ID Creation form. Enter your information. Choose any Utah-ID. Your email must match a primary email associated with Child Care Licensing. If you are unsure of the primary email address associated with CCL please contact us. Contact information can be found at <https://childcarelicensing.utah.gov/contact-us.html>



The screenshot shows the 'Utah-ID Creation' form. On the left, a sidebar titled 'Steps needed to Access ccl.at.utah.gov' lists: (1) Create Account, (2) Provide Information Needed, (3) Activate Account, and a link to 'Return to Login'. The main form area contains the following fields: 'Choose a Utah-ID' with a red placeholder 'Enter ID of your choosing'; 'Your Name' with 'First' and 'Last' input boxes; 'Email Address' with a red placeholder 'Enter email associated with CCL record'; 'Repeat Email Address'; 'Alternate Email Address' with a red note 'This must be a different email address than the one entered in the "Email Address" Line.' and an 'Optional' checkbox; 'New Password' with a 'Password Strength' indicator; 'Verify Password'; 'Mobile' with an 'Optional' checkbox and a 'Providers' dropdown menu; and a blue 'Create Account' button at the bottom.

5. Click Create Account



This screenshot is identical to the one above, showing the 'Utah-ID Creation' form. A red arrow is pointing upwards at the bottom of the form, specifically towards the blue 'Create Account' button.

6. Complete the security questions and then click "Submit"

The screenshot shows a web form titled "Information Needed" with a blue header. On the left, a sidebar lists "Steps needed to Access ccl.at.utah.gov": (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A link "Return to Login" is below. The main form area is titled "Review/update your security questions" and contains three sections: "Recovery Question 1", "Recovery Question 2", and "Recovery Question 3". Each section has a dropdown menu labeled "Select a Question" and a text input field labeled "Your Answer". A blue "Submit" button is at the bottom.

7. On the next screen Utah-ID will send your email a code to verify your email address. Go to your email and retrieve the code. (This is what the email will look like)



Utah-ID Account Information for Access to ccl.at.utah.gov

**Do not reply to this message.** If you did not create this account, please contact us at our help desk. [Click Here for Help Desk Contact Information.](#)

### Please Verify Your Email Address

Please confirm that this is your email address.  
Click on the link below and then enter your validation code.

**[Important! Please click here to verify this email address.](#)**

A light blue box containing the following information: "Your Utah-ID: [redacted]", "Your Email Address: [redacted]@hotmail.com", and "Validation Code: 6R26".

Note: We rely on having your e-mail address accurate in our files so we can communicate with you. If you forget your password, this email address will be used to send you information to recover your password.

If your e-mail address changes, please update your profile.

<https://login.utah.gov/user/account>

8. Return to Utah-ID and enter the code. Click Activate.

**Steps needed to Access ccl.at.utah.gov**

- (1) Create Account
- (2) Provide Information Needed
- (3) **Activate Account**

[Return to Login](#)

### Activate Account

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

[Mail New Validation Code](#)

Code

You may bypass account activation by checking this box.

Bypass Activation ☐

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

[Activate](#)

9. When logging into the portal after creating the Utah-ID, please use the email address not the chosen Utah-ID.

## Utah ID

Email or Utah-ID

Password

[Login](#)

Or Login using:

[Google](#) [Yahoo!](#) [facebook](#)

[Forgot Password?](#) [Create Account](#)

If you have any questions please contact Sarah Atherton at [satherton@utah.gov](mailto:satherton@utah.gov) or 801-842-1422.